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To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Heads: Curriculum Support, Principals and Governing Body Chairpersons of all ordinary public schools

Short summary: *Standard Operating Procedure (SOP) to guide schools with the issuing, retention, retrieval, and ordering of textbooks.*

Subject: Standard Operating Procedure (SOP): issuing, retention, retrieval, and ordering of textbooks by schools

1. At the beginning of each school year each learner should have a textbook, per subject, per grade.
2. The Western Cape Education Department has developed a SOP to assist schools to achieve this requirement.
- 2.1 The SOP should be read in conjunction with institutional Resource Minute 0002/2022 (Revised Framework for the Supply and Management of Learning and Teaching Support Material), dated 14 February 2022, and Circular 0028/2020 (Important due dates and processes in the management of textbooks at schools), dated 29 September 2020.
3. A copy of the signed SOP is attached for use by all schools.

4. Kindly bring the contents of this circular to the attention of all relevant officials.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-10-06